

6. Probation

A person is appointed on probation to assess their suitability for the job. Probation is not just a formality and does not require a formal declaration. The Appointing Authority can declare successful completion, extend the probation period, or terminate the services based on performance evaluation.

Probation is used for direct recruitment, promotion, or re-employment before superannuation. It should not be excessively prolonged. The power to discharge probationers should be actively used to avoid later termination.

Besides passing exams, the focus should be on evaluating the probationer's outlook, character, and aptitude for the job before confirming their appointment.

During probation, the probationer should work under multiple officers, and their performance should be assessed by each one. Separate probation reports, distinct from regular Annual Performance Appraisal Reports (APARs), should be used for this purpose.

Probation should not be extended for more than a year, except for exceptional reasons, and should not exceed double the normal period.

If a probationer is not progressing satisfactorily, they should be informed of their shortcomings and given an opportunity to improve. Written warning should be given, and discharge should only be considered if there is no substantial improvement.

The Government may require probationers to undergo training, instructions, exams and tests during their probation period. This is a condition for satisfactory completion of probation, including an examination in Hindi, if necessary.

PERIOD OF PROBATION

The period of probation is prescribed for different posts / services in Central Government on the following lines:

Sl. No.	Method of appointment	Period of Probation
PROMOTION		
1.	Promotion from one grade to another but within the same group of posts, e.g. from Group 'C' to Group 'C'	No probation.
2.	Promotion from one Group to another, e.g. Group 'B' to Group 'A'	The period of probation prescribed for the direct recruitment to the higher post. If no period is prescribed, then it should be 2 years.
DIRECT RECRUITMENT		
3.	(i) For direct recruitment to posts except Clause (ii) below	2 years
	(ii) For direct recruitment to posts carrying a Grade Pay of ₹ 7,600 or above or to the posts to which the maximum age-limit is 35 years or above and where no training is involved	1 year
	NOTE.— Training includes 'on the job' or 'Institution training'	
4.	Officers re-employed before the age of superannuation	2 years

RECRUITMENT

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Sl. No.	Method of appointment	Period of Probation
5.	Appointment on contract basis, tenure basis, re-employment after superannuation and absorption	No probation.

— OM, dated 24-11-2022.